



CITY OF DULUTH

BUSINESS DEVELOPMENT

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Request for Qualifications (RFQ) – Brownfield Assessment and Cleanup

August 2014

Introduction

The City of Duluth (the City) requests qualifications and fee schedules from environmental consulting firms for the assessment and cleanup of brownfield sites throughout the city with special attention paid to the St. Louis River Corridor (SLRC) (see figure 1). The City has a strong track record in the successful assessment, remediation, and redevelopment of contaminated brownfield sites as defined by the Environmental Protection Agency (EPA) as “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.” To accomplish this, the City has become adept at securing EPA and Minnesota Department of Employment and Economic Development (DEED) funding for the assessment and cleanup of sites with suspected or known contamination.

Environmental assessment and cleanup is generally done in the context of a larger redevelopment project that requires a broad range of skills and experience. Firms responding to this RFQ should be able to provide a broad range of services either independently or in partnership with other firms, a practice that the City strongly encourages. Individual firms or partnerships will be expected to demonstrate the ability to conduct ASTM Phase I and Phase II Environmental Site Assessments (ESA), historical and site investigation services, soil and groundwater sampling, laboratory services, preparation of quality assurance project plans (QAPPs), remedial and corrective action planning and design services, preparation of bid specifications, site cleanup and remediation monitoring/oversight, and aid in meeting grant reporting requirements. The City will use the RFQ process to select three to six firms for interviews. Subsequent interviews will be used for a final selection of two to four firms that will carry out the work contained in the RFQ.

In order to ensure that Minority Business Enterprises (MBEs) and Woman’s Business Enterprises (WBEs) have opportunities for securing EPA funded contracts, the EPA has established “fair share goals” for FY 2014 – 2017 of 2% MBE and 2% WBE. The City seeks to not only meet, but surpass these goals, and competitive applicants will be expected to include negotiated fair share goals and percentages in their bid documents. To meet these goals, firms responding to this RFQ are encouraged to partner with MBEs and WBEs, and preference will be given to those firms that successfully accomplish this objective.

Background

The City has recently been awarded an EPA Community-Wide Assessment Grant of \$400,000. This grant will fund phase I and II ESAs, the development of Response Action Plans (RAPs) and community outreach related to the assessment and cleanup activity. The City has also been awarded several DEED contamination assessment and cleanup grants as well as an EPA Revolving Loan Fund grant for the investigation and remediation of specific sites with suspected or existing contamination. While the EPA requires that the city undertake a formal procurement process when using their funds, this RFQ will also cover assessment and cleanup work funded through these other

programs as well. For example, any EPA funded project, whether it is owned by the City of Duluth, Duluth Economic Development Authority (DEDA), or a private entity must use the firms identified through this procurement process. Additionally, the City and DEDA will use the selected firms for work undertaken with DEED funds, however private entities using DEED cleanup or redevelopment funds on privately owned property may select their own firm for assessment and cleanup work. While this RFQ will be used to secure the services of firms for work funded by recently awarded and future grants, the City reserves the right to retain contractors working on existing projects until those projects are deemed complete.

General Project Area

This RFQ will cover projects throughout the City of Duluth, with the majority of work occurring in the St. Louis River Corridor (SLRC). The SLRC is currently the focus of the City's redevelopment goals and is home to the majority of brownfield sites in the city.

Skill Requirements

The City of Duluth is interested in contracting two to four environmental consulting firms (and/or teamed partners) for future work on contamination assessment and cleanup projects. The City broadly expects the chosen firms to follow through on all commitments, while understanding the needs of and acting as an advocate for the City. Additionally, the City will focus on the quality of the assembled project team with special emphasis placed on the team's ability to communicate effectively. Finally, successful teams will have demonstrated experience and expertise with the following:

- A) Phase I Environmental Site Assessments performed in accordance with the ASTM E-1527-05 standard, All Appropriate Inquiry standard, and Minnesota Pollution Control (MPCA) guidelines.
- B) Preparation and successful approval of Quality Assurance Project Plans (QAPP) for EPA funded Brownfield related assessment and cleanup work, or state or federal Superfund work, and evaluation of data quality based on the QAPP.
- C) Preparation and implementation, either as an individual firm, or in partnership with other firms, of plans for subsurface investigations, remedial investigations, and Phase II investigations to determine the magnitude and extent of soil and ground water contamination on Brownfield properties. This may include the performance of soil vapor risk assessments, ground water receptor surveys, and evaluation of natural attenuation. Experience should demonstrate familiarity with MPCA guidelines for conducting a Phase II Environmental Site Assessment.
- D) Performance of hazardous materials building surveys sufficient to plan for future building demolition or renovation work.
- E) Development and implementation of remedial/corrective/response actions for soil and groundwater cleanup in accordance with MPCA guidelines. Experience should demonstrate coordination of cleanup with redevelopment concerns and efficient and cost effective approaches to planning and conducting cleanup. Firms should have demonstrated success gaining MPCA approval for such work.
- F) Preparation of bidding specifications, including provision of necessary design information such as engineering evaluations, computations, specifications and cost estimates necessary for the preparation of biddable construction contract.
- G) Site Cleanup and Remedial/Response Action Monitoring/Oversight including contractor oversight, intensive MPCA interaction and cooperation with the Voluntary Investigation and Cleanup Program, documentation, confirmation sample and analysis, and report preparation.

- H) Integrating National Historic Preservation Act Section 106 requirements, as applicable, into Brownfield Assessment and Cleanup activity and a demonstrated track record of successfully working with the State Historic Preservation Society.
- I) Successful track record of preparing of grant applications and grant management and reporting, including the preparation of Eligible Brownfield Site Determinations for EPA grants.

The Submittal Package

Consulting firms must submit a complete package in order to be considered. The ideal submission package includes each of the sections below, in the following order:

- 1. Cover letter - A letter of up to two pages highlighting the proposed project team. The letter should indicate a single point of contact/overall project manager. The cover letter should also include: the firm's name, e-mail address, business address, telephone and fax number, federal I.D. number, and Minnesota tax I.D. number (if applicable). The cover letter must state that the firm (with teamed partners identified) has personnel with the qualifications necessary to complete work in the contract program. The letter should also explain the benefits of using your company's/team's services. The cover letter will be limited to two pages.
- 2. Relevant projects - Include a maximum of six projects that highlight the team and/or team members' experience with Brownfield assessment and cleanup in a redevelopment/reuse context. The strongest package will demonstrate direct experience with the skill areas listed above. There is no prescribed format for this section; however it will be limited to **six pages in length**.
- 3. Resumes - Please submit a one-page resume for each proposed team member, highlighting his or her experience in each of the above-listed skill areas. Resumes will be limited to a **10 page maximum total**.
- 4. Personnel and materials Fee Schedule.

Submission Procedures and Questions:

Submittal packages should include five (5) bound copies and an electronic version. Facsimile copies are not acceptable. The submissions **must be received by 2:00 PM CST on Friday, August 29, 2014** at the following address:

City of Duluth Purchasing Agent
100 City Hall
411 West First Street
Duluth, MN 55802

Questions concerning any aspect of this RFQ may be submitted in writing ONLY either by electronic mail to jsaxhaug@duluthmn.gov or by mail to the above-noted address. The City of Duluth must receive all questions by **Friday, August 22, 2014**. All responses to questions posed by responders will be posted on the Purchasing Office's page of the City's web site by

Tuesday, August 26, 2014. This clause will be strictly adhered to.

Evaluation and Selection Process

Submittals will be evaluated based upon the following criteria:

1. Demonstrated direct relevant experience and expertise in the skill areas listed above.
2. Knowledge of and experience with the relevant regulatory programs (Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program and Petroleum Brownfield Program).
3. Demonstrated familiarity with EPA Brownfield Program and grant requirements.
4. Demonstrated familiarity with DEED Contamination Cleanup and Contamination Assessment grant requirements.
5. Demonstrated experience and ability to interact with developers and contractors relative to redevelopment planning.
6. Demonstrated ability to interact with the public to communicate environmental, technical and public health issues.
7. Reasonable fee schedule (the City of Duluth is NOT selecting consultants based upon lowest fee schedule or bid).

The selection process is as follows:

1. An initial review by the Purchasing Agent of all submittals received. The City of Duluth will eliminate all submittals that do not include required elements.
2. An evaluation committee will review the remaining submittals and select three to six firms (with teamed partners) to move on to step 3 in the selection process.
3. The evaluation committee will interview the three to six selected firms during the week of **September 8, 2014**.
4. Following the interviews, the evaluation committee will make a recommendation to the City of Duluth for final selection of two to four environmental consulting firms (with teamed partners); applicants will be notified by the purchasing agent by e-mail of selection decisions no later than **Friday, September 12, 2014**.

Right to Reject All Proposals

The City of Duluth reserves the right to reject all submittals and to waive minor irregularities. The cost of preparing responses to this RFQ will be borne by the respondents and will not be reimbursed by the City of Duluth.

Attachments: Figure 1: Project Area

